

**SECRET**

Approved For Release 2002/05/07 : CIA-RDP85-00375R000100120021-6

OCT 1963

**MEMORANDUM FOR:** Chief, Benefits and Services Division

**SUBJECT :** Reporting Employee Emergencies

**REFERENCE :** Memo fr DD/S to D/Pers, D/Sec, and C/Med Staff dtd 28 Oct 63,  
same subject (copy attached)

1. Referenced memorandum establishes the use of a new Form 901a for reporting employee emergencies to senior Agency officials. Use of this form is intended to replace the present system for notifying such officials by telephone.
2. As indicated in the attached memorandum, Form 901a will be originated in the Office of Personnel, the Office of Security, or the Medical Staff, whichever receives first report of the emergency, and sent via pneumatic tube to the Deputy Director (Support), the Executive Director, the office of the Deputy Director concerned, and such other officials as appropriate.
3. Within the Office of Personnel, Form 901a will normally originate in the Benefits and Services Division but will be forwarded to the Executive Assistant for release. The Executive Assistant will determine what further distribution shall be made on the basis of the significance of the emergency and the parties of probable interest. The minimum copy requirement will be original and four with the understanding that most incidents will be routinely reported to the Deputy Director (Support), the Executive Director, the Deputy Director concerned, and the Chief, Medical Staff or the Director of Security. One file copy will be retained in the office of the Director of Personnel.
4. Initially, it is requested that you initiate Form 901a to cover any incident of the type previously reported to this office by telephone even though it may not appear of sufficient significance or urgency to warrant further reporting.
5. Incoming Forms 901a received from the Office of Security or the Medical Staff will be screened by the Executive Assistant to bring to my attention those of special urgency or importance and forwarded to you.
6. None of the above procedure is intended to modify or interrupt your present excellent relationships in coordinating these matters with the Office of Security, Medical Staff, Central Cover, and the operating components concerned.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

**Attachments:** A/S

**Distribution:**

- 0 & 1 - Addressee w/atts
- 1 - D/Pers subj w/atts
- 1 - D/Pers chrono w/atts

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MEMORANDUM FOR: ✓ Director of Personnel  
Director of Security  
Chief, Medical Staff

SUBJECT : Reporting Employee Emergencies

1. For several years we have been using a system of reporting employee emergencies by telephone, as the emergencies occur, to this Office and to the Office of the Executive Director as well as to other interested components of the Agency. I am told that each of you has a separate and, in some cases, a somewhat more formalized system for having emergencies reported to you. For the most part, I am sure that these systems work entirely satisfactorily. There are, however, times when the system of telephone communication to this Office and to the Office of the Executive Director does not completely serve its purpose to everyone's satisfaction. With a view toward improving our average for customer satisfaction, I have had a form developed for use by each of your offices in reporting employee emergencies simultaneously to this Office, the Office of the Executive Director, the Office of the other Deputy Director concerned, and individual supplementary distribution as determined by the originator which might include, for example, the Assistant to the Director for public information.

2. I have no desire to disturb your existing internal reporting systems nor to superimpose a new system over them. The objective is to provide a method somewhat more systematized than a series of telephone calls to permit simultaneous reporting to all interested parties. Using this form, whichever of your offices receives information about an employee emergency first would complete the required number of copies of the form and distribute them immediately and simultaneously through the pneumatic tube system. Incidents which occur during the night but are not serious enough to warrant rousing the interested party should be reported on this form first thing the following morning in time for the information to be received no later than 0845. A few examples of the kind of thing I have in mind may illustrate the purpose:

a. Recently an employee who was supposed to be away for the weekend visiting relatives turned up in a Midwest jail. This information came to the Agency via the Office of Security. To report this information using the new form, the Security Officer who received the information would complete the attached form in enough copies to

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notify the Deputy Director (Support), the Executive Director, the Deputy Director of the component to which the employee was assigned, the Director of Personnel, and the Assistant to the Director. If the information had been received by the Office of Security during the night, the form would have been completed and dispatched by pneumatic tube to the addressees at 0830 in the morning.

b. A senior employee enrolled in an OTR course given at the Headquarters building became suddenly ill, and the Medical Staff was summoned immediately. In this case, the Medical Officer would have completed the form, without divulging any professional confidences, and had it distributed by pneumatic tube immediately to the Executive Director, the Deputy Director (Support), the Director of Personnel, and the Deputy Director of the component to which the employee was assigned. In this case, there would be no need to notify the Director of Security or the Assistant to the Director.

c. An employee suffered a heart attack while off duty and away from the Headquarters building. The Office of Personnel was the first component to receive the report of this incident. The new form would be completed by the Office of Personnel in enough copies to make simultaneous distribution to the Executive Director, the Deputy Director (Support), the Deputy Director concerned, and the Chief, Medical Staff. In this case, notification to the Director of Security and the Assistant to the Director would be discretionary and decided according to the facts and specific circumstances of the incident.

The Office of Personnel has a supply of these forms and will make them available upon request. Until we have some experience with the use of these forms and introduce refinements which will, no doubt, be desirable, the general rule of thumb should be: when in doubt--report. Meanwhile, if you have any questions please discuss them with [redacted] who can be reached [redacted]

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Unless you have some specific objection I would like to start using this new system immediately.

L. K. White  
Deputy Director  
(Support)

Attachment:

Report of Employee Emergency Form

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REPORT OF EMPLOYEE EMERGENCY

TIME OF REPORT

NAME OF EMPLOYEE

AGE

GRADE

MARITAL STATUS

OFFICE OF ASSIGNMENT

LOCATION

POSITION

SUMMARY OF AVAILABLE INFORMATION

ACTION ALREADY TAKEN

FOLLOW-UP ACTION

PREPARED BY

RELEASED BY

NAME

NAME

OFFICE

EXTENSION

OFFICE

EXTENSION

DISTRIBUTION

EXECUTIVE DIRECTOR

DEPUTY DIRECTOR (SUPPORT)

DEPUTY DIRECTOR ( )

FORM 901a

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